

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DD/A REGISTRY

DD/A Registry

FILE: Personnel-15

81-0465/1

FROM:

Harry E. Fitzwater  
D/PPPM  
5E58 Hqs.

EXTENSION

NO.

DATE

6 March 1981

TO: (Officer designation, room number, and building)

6 MAR 1981 DATE 9 MAR 1981

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

80/DDA

RECEIVED

FORWARDED

1.

ADDA  
7D18 Hqs.

3-9

H

2.

Registry

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Attached is the Plan for recruiting Office of Communications personnel. Annex E has been added and, as we agreed at our last meeting, certain changes have been made.

The Comptroller has made available [ ] as discussed at our last meeting.

LET'S CHARGE!!

[ ]  
Harry E. Fitzwater

[ ]

pl. return to  
me

[ ]

[ ]

w/c  
3/12

Plan for Recruiting  
Office of Communications  
Personnel

---

I. Problem

STAT The Office of Communications (OC) has an immediate recruitment requirement for ☐ Telecommunications Specialists (TCS) and Electronic Technicians (ET) personnel. In addition, an attrition of ☐ of these type employees is STAT expected during the remainder of FY-1981.

II. Facts Bearing on the Problem

- A. Unless the Office of Communications is brought up to strength in the near future, it will not be able to meet all of its operational requirements.
- B. Experience shows that an aggressive advertising program is necessary to attract TCS and ET applicants.
- C. The Office of Personnel Policy, Planning, and Management (OPPPM) does not have advertising funds and extra travel money necessary to solve this problem.
- D. A special task force effort is considered necessary to arrive at an early solution to the problem.
- E. Temporary contracts can be given to applicants who might be lost by the lack of employment while awaiting final processing.

III. Assumptions

- A. The Office of Communications can provide extra funds for advertising and travel needed to implement this Plan.
- B. It is more cost-effective and timely for a small "team" to travel to regional areas for initial processing of large groups of applicants than to bring the applicants to Headquarters for this processing.

- C. The "team" approach, with an up-front polygraph, can reduce or eliminate some requirements for continued processing.

#### IV. Course of Action

- A. Through an intensive advertising program we will assemble groups of applicants in regional areas.
- B. Recruiters in these regional areas will make initial contact and interview the applicants for screening out those lacking in qualifications or considered unsuitable.
- C. Arrangements will be made for applicants passing initial recruiter interviews to be assembled in a particular regional area for processing by a "team" made up of members of the Offices of Medical Services, Security, and Communications.
- D. Applicants who pass OC's hiring criteria will be polygraphed and undergo initial medical evaluation.
- E. Applicants passing the hiring criteria of the "team" will be placed in the final clearance processing, i.e., background investigation and medical and psychological assessments.
- F. Applicants without jobs or who desire immediate employment can be given, at the discretion of the Office of Communications, a temporary contract while final processing is being completed.
- G. Applicants will be entered on duty when fully cleared for training and assignment.

#### V. Responsibilities

##### A. Office of Personnel

- 1. The Recruitment Division shall:
  - a. Place advertisements in accordance with the attached advertising plan (Annex A). The schedule for these

advertisements is to be coordinated with the recruiters and the "team" to ensure that the system operates in an orderly fashion and is not overloaded.

- b. Ensure that the recruiters are fully cognizant of the contents of this Plan and are advised of the urgency in meeting this recruitment requirement.
  - c. Schedule "team" travel and use the most cost-effective pattern (Annex C).
  - d. Screen applications resulting from national advertising, i.e., Army/Navy Times and refer qualified applicants to regional field recruiters.
2. The Field Recruiters shall:
- a. Assemble groups of applicants by geographic clusters for their initial interview with the recruiter. Screen out those applicants lacking in qualifications or questionable suitability.
  - b. Obtain Personal History Statement (PHS) from applicants for use by the "team."
  - c. Obtain medical history on the applicant and dependents using Standard Form 93 (see Annex B-2).
  - d. Forward list of names, date and place of birth, and social security number of applicants for file check. This list should be sent by express mail to Recruitment Division (RD). Negative information will be telephoned back to the recruiter by RD, using numbers opposite names to cancel appointments.
  - e. Schedule and assemble cluster groups in central geographic region for "team" interviews.

- f. Make arrangements for suitable office space (GSA or hotel/motel rooms) for the "team" interviews.
  - g. Arrange for "team" interviews in a central location where at least 10 to 15 applicants reside within 150 miles of the interview location. This does not have to be a city where our recruitment office is located.
  - h. Maintain contact with applicants prior to the "team" interviews to ensure that they are aware that they are still being considered for employment.
3. The Professional Staffing Branch shall:
- a. Give priority attention to the OC's applicant cases by assigning specific responsibilities to one processing assistant.
  - b. Prepare correspondence to applicants and ensure that they are kept informed of our interest in their employment during final processing.
  - c. Coordinate and schedule final OMS and OS processing. All applicants approved by the "team" will receive highest priority for final processing.
  - d. Label files in distinctive manner to ensure expediting of final processing.

B. Office of Communications

The Office of Communications shall:

- a. Make available to the OPPPM funds for this intensive recruitment effort.
- b. Assign senior officer(s) to the "team" who has/have authority to make on-the-spot hiring decisions.

- c. Provide to the OPPPM the name(s) of "team" member(s).
- d. Arrange for training of individuals given temporary contracts.

C. Office of Security

The Office of Security shall:

- a. Provide name(s) of "team" member(s) to the OPPPM.
- b. Polygraph individuals at the regional interview area considered hireable by the OC "team" representative.
- c. Conduct background investigations of candidates approved by OC and OMS representatives who have passed their initial Security processing. These individuals should be placed in the highest priority for a background investigation.

D. Office of Medical Services

The Office of Medical Services shall:

- a. Provide name(s) of "team" member(s) to the OPPPM.
- b. Process applicants approved by OC and who have passed their initial Security processing. These individuals should be processed before all others in the recruitment processing cue.

E. The "Team"

The "team" shall:

- a. Travel to the regional locations as advised by the OPPPM/Recruitment Division.
- b. The OC's representative will interview candidates and will make the decision to hire or not to hire based on OC's hiring criteria.

- c. OS polygraph operators will polygraph applicants approved by the OC representative. A final decision on security approval will be made by the Director of Security.
- d. Questions of suitability will be referred by the "team" to Headquarters for immediate review by the Applicant Review Panel (ARP).
- e. The OMS representative will conduct initial medical evaluation of those candidates favorably screened by the OS representative.
- f. A final hire, no-hire decision will not be made by the "team" but will be a Headquarters decision.

VI. Implementation

- A. This Plan is effective immediately.
- B. Upon receipt of funds from OC, the Chief, Recruitment Division will commence the advertising campaign in accordance with Annex A.
- C. Names of "team" members shall be submitted to OPPPM as soon as possible.
- D. The Deputy Director, Recruitment and Placement shall assemble the "team(s)" immediately upon receipt of their names to ensure that all members are briefed and aware of the details of this Plan.

VII. Annexes

- A. Proposed Advertising Program and Costs
- B. Support Requirements
- C. "Team" Schedule
- D. TCS and ET Advertisement
- E. Supplemental Information for Recruiters

ANNEX A

Proposed Advertising Program and Costs

I. Comments

- A. Advertising costs are estimated and exact figures will depend on the number of ad lines, publication column width, etc.
- B. National newspapers selected represent those nearer military installations and areas where unemployment may be a factor in attracting applicants.
- C. The military media to be used includes publications circulated on military stations and bases having electronic and communications MOS specialties.
- D. In addition to the below-listed advertising program, vacancy notices will be introduced into the Federal OPM vacancy notice system.

II. Funds Required

Advertising

Travel and Per Diem\*

Travel and Per Diem\*\*

Travel and Per Diem\*\*\*

Motel Rooms

Typewriter Rental

Tuition

STAT

\*

\*\* Recruiter Travel

\*\*\* Applicants

STAT



III. Proposed Advertising Program (March through May)  
(Nine-Week Intensive Advertising Program)

A.

<u>Priority</u>	<u>Major Newspapers</u>	<u>Placement</u>	<u>Estimated Ad Cost</u>	<u>Frequency</u>	<u>Estimated Total Cost</u>
(1)	Washington Post	Sunday Editions	\$2,500	2 Editions	\$ 5,000
(1)	Washington Star	Sunday Editions	\$1,369	2 Editions	\$ 2,738
(1)	Army, Navy, Air Force Times (Eastern Region)	Next Available Edition	\$2,884	2 Editions	\$ 5,768
(2)	San Antonio Express News	Sunday Editions	\$ 582	2 Editions	\$ 1,164
(3)	San Diego Union	Sunday Editions	\$ 998	2 Editions	\$ 1,996
(3)	Phoenix Gazette	Sunday Editions	\$ 930	1 Edition	\$ 930
(3)	Tuscon (Ft. Huachuca) Star Citizen	Sunday Editions	\$ 525	2 Editions	\$ 1,050
(2)	Houston Post	Sunday Editions	\$ 927	1 Edition	\$ 927
(2)	Fort Worth Star Telegram	Sunday Editions	\$ 675	2 Editions	\$ 1,350
(2)	Little Rock Arkansas Gazette	Sunday Editions	\$ 563	2 Editions	\$ 1,150
(2)	El Paso Herald Post Times	Sunday Editions	\$ 550	2 Editions	\$ 1,100
(2)	Shreveport-Journal Times	Sunday Editions	\$ 525	2 Editions	\$ 1,050
(4)	Biloxi Sun Herald	Sunday Editions	\$ 375	2 Editions	\$ 750
(2)	Mobile Press Register	Sunday Editions	\$ 338	2 Editions	\$ 676
(1)	Portsmouth/Norfolk Pilot Ledger	Sunday Editions	\$ 790	2 Editions	\$ 1,580
(3)	Omaha-World Herald	Sunday Editions	\$ 750	2 Editions	\$ 1,500
(1)	Philadelphia Inquirer	Sunday Editions	\$2,570	1 Edition	\$ 2,570
(1)	Boston Globe	Sunday Editions	\$1,400	1 Edition	\$ 1,400
(1)	Pittsburgh Free Press	Sunday Editions	\$1,500	1 Edition	\$ 1,500
MAJOR NEWSPAPER ADVERTISING					\$34,199
ESTIMATED COST FOR AD PRODUCTION					\$ 1,500
TOTAL					\$35,699

B. Military Media

Placement of the ET/TCS ad in 30 East Coast military base publications where electronics and communications MOS personnel are located at a .55 line rate for approximately 375 lines of advertising for one edition in each publication. These will be spaced two weeks apart by recruitment area. \$6,000

## C.

<u>Functional Magazines (Recommended by OC)</u>	<u>Placement</u>	<u>Estimated Ad Cost</u>	<u>Frequency</u>	<u>Estimated Total Cost</u>
Spectrum				
Electronic Design				
Radio Electronics*				
Communications News				
EDN				
Digital Design				
Communications				
Telecommunications*				
Signal				
Communications International				
Aviation Week*				
Datamation				
73's				
OST*				
CQ*				

UNKNOWN AT THIS TIME

NOTE: Except for publications with asterisks, most of these magazines are targeted primarily at the professional engineer or communications officer that will not suit our purpose.

IV. Proposed Advertising Schedule

15 March

Washington Post  
Washington Star  
Army, Air Force, Navy Times  
Military Media  
Philadelphia Inquirer  
Pittsburgh Free Press

22 March

Portsmouth/Norfolk Pilot Ledger  
Boston Globe

29 March

San Antonio Express News  
Houston Post

5 April

Biloxi Sun Herald  
Mobile Press Register

12 April

San Diego Union  
Phoenix Gazette  
Tuscon Star Citizen

19 April

Little Rock Gazette  
Shreveport Journal Times

26 April

El Paso Herald Post Times  
Fort Worth Star Telegram

ANNEX B

I. Support Requirements

B-1 Office of Security

- a. Physical Requirements. Polygraph examinations must be conducted in a quiet room with minimum furniture of a desk, arm chair, and a chair for the examiner. Normally, TDY testing in the United States is accomplished in motel rooms or in Agency-controlled or rented office space. If motel rooms are used for more than one case, a suite should be obtained. This is because house-keeping in motel rooms is frequently done during the morning hours and that it is not advisable to conduct early morning testing in a dirty room. Another consideration is the Polygraph Branch avoids testing female candidates in bedrooms. If office space is available, it should be in such an environment that polygraph activity does not provoke undue curiosity. It may be advisable to conduct the test on Federal property.
- b. Information Requirements. Polygraph Branch feels that the minimum information needed is an Agency Personal History Statement and completion of an Agency indices (OS and IP) check. Experience has shown that many OC candidates are ex-military communication personnel and in such cases a military record should have been completed. (NAC are also desirable.)
- c. Production Forecast. Polygraph Branch strongly recommends that the production rate forecast be kept at no more than four cases a day with provisions that the schedule be flexible to accommodate bring-backs for retesting.

- d. Decision-Making. The recruiting "team" will have to understand that the examiner is prohibited from revealing derogatory information. In cases of serious admissions or called deception, the examiner would have to tell the "team" to stop the recruiting process until the adjudicative issue is resolved at Headquarters. If cases are inconclusive, the same delay would result. In any case a decision would have to be made whether to schedule a retest or not. In some instances the examiner may determine, in the field, that a retest would be appropriate a day or so later.

B-2 Office of Medical Services

- a. Physical Requirements. Medical evaluations will require a large room, tables with seating and writing capacity for 15 to 20 applicants, private area or room (preferably adjacent) with two comfortable chairs and a telephone. Bedrooms should be avoided particularly in the case of evaluations of female applicants.
- b. Information Requirements. OMS will require a "Report of Medical History" (see Attachment A) to be completed by the applicant and his dependents and a copy of the employee's Agency Personal History Statement, handcarried to the medical interview by the applicant. At the time of "team" processing, a Personal Index is to be completed by the applicant.
- c. Production Forecast. If done in a group, OMS can have 15 to 20 applicant Personal Index questionnaires completed in two hours and can interview seven applicants a day if sequentially available.

d. Decision-Making. Based on the review of the medical histories (employee's and dependents'), completed Personal Index (the employee's), and the interview (employee), the OMS representative will recommend to the "team" leader:

- (1) Continue processing
- (2) Stop processing
- (3) Marginal cases or questions of suitability can be discussed with Headquarters medics (phone) or referred to the Applicant Review Panel.

(THIS INFORMATION IS FOR OFFICIAL AND MEDICALLY-CONFIDENTIAL USE ONLY AND WILL NOT BE RELEASED TO UNAUTHORIZED PERSONS)

93-102

YES	NO	CHECK EACH ITEM YES OR NO. EVERY ITEM CHECKED YES MUST BE FULLY EXPLAINED IN BLANK SPACE ON RIGHT
Approved For Release 2005/08/02 : CIA-RDP84B00890R000600090025-8		
		<p>15. Have you been refused employment, been unable to hold a job or stay in school because of:</p> <p>A. Sensitivity to chemicals, dust, sunlight, etc.</p> <p>B. Inability to perform certain motions.</p> <p>C. Inability to assume certain positions.</p> <p>D. Other medical reasons (If yes, give reasons.)</p> <p>16. Have you ever been treated for a mental condition? (If yes, specify when, where, and give details.)</p> <p>17. Have you ever been denied life insurance? (If yes, state reason and give details.)</p> <p>18. Have you had, or have you been advised to have, any operations? (If yes, describe and give age at which occurred.)</p> <p>19. Have you ever been a patient in any type of hospitals? (If yes, specify when, where, why, and name of doctor and complete address of hospital.)</p> <p>20. Have you ever had any illness or injury other than those already noted? (If yes, specify when, where, and give details.)</p> <p>21. Have you consulted or been treated by clinics, physicians, healers, or other practitioners within the past 5 years for other than minor illnesses? (If yes, give complete address of doctor, hospital, clinic, and details.)</p> <p>22. Have you ever been rejected for military service because of physical, mental, or other reasons? (If yes, give date and reason for rejection.)</p> <p>23. Have you ever been discharged from military service because of physical, mental, or other reasons? (If yes, give date, reason, and type of discharge: whether honorable, other than honorable, for unfitness or unsuitability.)</p> <p>24. Have you ever received, is there pending, or have you applied for pension or compensation for existing disability? (If yes, specify what kind, granted by whom, and what amount, when, why.)</p>
<p>I certify that I have reviewed the foregoing information supplied by me and that it is true and complete to the best of my knowledge.</p> <p>I authorize any of the doctors, hospitals, or clinics mentioned above to furnish the Government a complete transcript of my medical record for purposes of processing my application for this employment or service.</p>		
TYPED OR PRINTED NAME OF EXAMINEE		SIGNATURE
<p>NOTE: HAND TO THE DOCTOR OR NURSE, OR IF MAILED MARK ENVELOPE "TO BE OPENED BY MEDICAL OFFICER ONLY."</p> <p>25. Physician's summary and elaboration of all pertinent data (Physician shall comment on all positive answers in items 9 through 24. Physician may develop by interview any additional medical history he deems important, and record any significant findings here.)</p>		
TYPED OR PRINTED NAME OF PHYSICIAN OR EXAMINER		DATE
		SIGNATURE
		NUMBER OF ATTACHED SHEETS



STAT

Approved For Release 2005/08/02 : CIA-RDP84B00890R000600090025-8

Approved For Release 2005/08/02 : CIA-RDP84B00890R000600090025-8



# EMPLOYMENT OPPORTUNITIES

## Central Intelligence Agency

THE CENTRAL INTELLIGENCE AGENCY IS LOOKING FOR PERSONNEL WITH BACKGROUND IN THE FIELDS OF COMMUNICATIONS OPERATIONS AND MAINTENANCE. OPPORTUNITIES EXIST FOR TRAVEL AND ASSIGNMENT THROUGHOUT THE WORLD.

### \*ELECTRONIC TECHNICIANS

With Commercial or Military experience; familiarity with solid state devices necessary; Ongoing training in modern communications equipment and other sophisticated systems *provided for enhancing current skills.*

### \*TELECOMMUNICATIONS SPECIALISTS

With prior training or experience in the telecom field; morse code ability, 12 gpm preferred, but will consider those with morse aptitude. Minimum touch typing speed of 30 wpm required.

\$13,672 - \$20,000 to start  
(Depending upon experience & education)

### \*QUALIFICATIONS REQUIRED

U.S. citizenship; high school graduate or GED; 18 years of age minimum ~~but must be twenty-one years of age prior to overseas assignment~~ *extensive* assignments. Civil Service Status is not necessary. *and*

SUBSTANTIAL GOVERNMENT BENEFITS AVAILABLE

SEND RESUME TO: Office of Personnel  
Dept. A, Room 821 - XX  
P.O. Box 1925  
Washington, D.C. 20013

An Equal Opportunity/Affirmative Action Employer

NOTE: THIS AD WILL USE THE SAME FORMAT AS THAT USED

IN THE CT ADVERTISEMENTS (WITH EAGLE). SEE  
Approved For Release 2005/08/02 : CIA-RDP84B00890R000600090025-8  
ATTACHED.

CLASSIFIED ADVERTISING

# THE MART

POSITIONS AVAILABLE

POSITIONS AVAILABLE

POSITIONS AVAILABLE

## Central Intelligence Agency

### We're looking for men and women with special talent.

The primary task of the Central Intelligence Agency is to gather information to help protect the international interests of the United States. We seek men and women with special talents and skills to begin careers with the select group that helps gather this information by living and traveling abroad.

It takes self-reliance, self-motivation, and intelligence as well as academic achievement and linguistic ability. In return, a career in information gathering with the Central Intelligence Agency that gives you good pay, excellent fringe benefits, security, positions of responsibility, and the knowledge that you belong to a small, special group of people performing very important work.

Qualifications required include U.S. citizenship, a college degree, language skill or aptitude, and an interest in international affairs as evidenced by academic study, foreign travel, foreign residence, or two to five years of pertinent work experience. Those with degrees in economics, engineering, and the physical sciences are of particular interest. Military experience is a plus.

Starting salary is \$15-22,000, depending on qualifications. Initial assignment is in the Washington, D.C. area. Substantial benefits for overseas service. Find out more about a career with us by sending your resume to:

Personnel Representative  
Dept. A, Room 821-A2, P.O. Box 1925  
Washington, D.C. 20013

Applicants of interest will be contacted for a confidential interview within three weeks of receipt of application.



**CENTRAL INTELLIGENCE AGENCY**

It's time for us to know more about each other.

An equal-opportunity/affirmative-action employer

## Annex E - Recruiter Responsibilities

### 1. Advertising

- a. All ads will be placed from Headquarters.
- b. Newspaper and military media (military base newspapers) will include your return address.
- c. Army, Navy, Air Force Times ads will include the Headquarters address and will run on 30 March as opposed to 15 March.
- d. Refer to the advertising schedule included in the Plan for ad dates. You will notice that we will begin with the East Coast area first, i.e., 15 March and 22 March. The purpose is to keep travel costs to a minimum for Headquarters personnel.

### 2. ET & TCS - Recruiter Responsibilities

- a. Resumes are to be reviewed on a priority basis. Applicants are to be clustered by geographic area for interview purposes in order to maximize your travel money.
- b. PHS Part I & Part II materials are being mailed to you for this purpose. A sample packet is included to assist you in preparing PHS packets. This is necessary due to the short deadline that we are under. Insure that the applicant understands that he/she must have Part II, medical and other declaration forms completed and available for Task Force review. Your review of the Part I and the personal declaration is required initially as well as covering the questions of foreign relatives, spouse's occupation, etc., for initial screening purposes and candidate selection.

c. Subject to your review and evaluation of the PHS forms

1. Group applicants by geographic area.
2. When you have 10-15 applicants for an area, send a numbered name list by "Express Mail" Eyes Only to DC/RD including:
  - a. Number
  - b. Full Name
  - c. Any alias or legal name change
  - d. Full maiden name - if applicable
  - e. Date and place of birth
  - f. Social Security number

This listing will be used for Headquarters OS name check purposes.

3. When you have 10-15 applicants clustered geographically and their PHS forms in hand, call DC/RD so that a schedule date can be arranged for the Headquarters Task Force to visit your selected location. When the date is fixed, we will ask you to make physical space arrangements for the "Task Force."
4. Your selection of a central point for OC, OS, and OMS may be a commercial facility or Federal Building space. Refer to Annex B of the Plan for physical requirements specified for OS and OMS. In addition, the Office of Communications representative will require space for interview and testing. For space planning purposes, the sequence of screening will be: OC, OMS, then OS.

5. As time is of the essence, don't labor over preparation of the interview report. Be sure all IR header information is included as well as basic data to provide an evaluation and assist the Task Force representatives. Identify the IR with term "OC Task Force Applicant."

3. Recruiter Travel

This is to advise you that we will receive supplemental recruiter travel funds from OC for this specific recruiting purpose. We will advise you of changes in your travel allocations in the near future.